

# CAPITAL FUNDS

Accountability. Communication. Efficient and Effective. Stewards.

# CAPITAL FUNDS

## Project Priorities (pg. 169 and Capital Plan Book)

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- **0-Committed**: Previously allocated
- **1-Critical**: Safety/Regulatory mandates/complete system/service failure BUT FOR this project.
- **2- Very Important**: For Safety/Regulations requiring it are imminent/complete system failure is imminent
- **3-Important**: Improve services for the citizen/customer and make the operations more efficient.
- **4-Less Important**: Need to be done, but currently are not as important.
- **5-Future Consideration**: Want to keep this in the plan to happen eventually when “ripe” and when funding is secured.

# CAPITAL FUND

## One Cent #15 Fund (pgs. 179-182)

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- Revenues
  - FY 2018 estimated revenues of About \$12.1 Million.
- Reserves within the One Cent 15 account
  - Projected to be at \$8 million.
- Expenditures
  - FY 2018 proposes to use \$15.2 million from this account
  - These expenses were previously allocated before the One Cent went to the public for the vote.
  - Council set aside funds for specific purposes as prioritized in the One Cent Survey responses from the public.

# CAPITAL FUND

## Opportunity Fund (pgs. 183-184)

Accountability. Communication. Efficient and Effective. Stewards.

- Revenues
  - FY 2018 estimated revenues of about \$100,000
- Reserves within the One Cent 15 account
  - Projected to be at \$7.6 million
- Expenditures
  - FY 2018 proposes to use almost \$1.2 million from this account
  - These expenses are critical or very important items that have NO other funding source available.



# TRUST AND AGENCY FUND

## Perpetual Care

(pg. 319-323 & Capital Plan book pg. 12)

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- Reserves within Perpetual Care
  - Projected to be at around \$239,683 at the end of FY2017
- Expenditures
  - FY 2018 almost \$90,000 on projects.

# UTILITY ENTERPRISE FUNDS

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# UTILITY ENTERPRISE FUND

## Water Distribution (pgs. 188-194)

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### **Increases**

- Charges for Services – slight increase based on 5 year average water sales
- Personnel – slight increase for step increases and progression for gaining certifications
- Materials and Supplies – slight increase mainly due to the cost of purchasing bulk water from the RW

### **Reductions**

- Contractual Services – FY18 street repairs have decreased by \$242,998 from the FY17 budget. The FY17 budget amount included an encumbrance of \$242,998.

# UTILITY ENTERPRISE FUND

## Water Distribution (pgs. 188-194)

Accountability. Communication. Efficient and Effective. Stewards.

### Capital

- *Ten Million Gallon Reservoir Renovations* – \$3,600,000 – This project will include a new tank liner, roof, hatches and vents. The last major renovations at this reservoir were completed in 1987
- *Miscellaneous Water Main Replacement Program* – \$1,000,000 – Contracted Water Main Replacements
- *Vehicle/Heavy Equipment* – \$404,500 – This will be for the replacement of the 2007 large pull behind vactor, replacement of a 1 ton service truck, and replacement of one pickup

# UTILITY ENTERPRISE FUND

## Water Distribution (pgs. 188-194)

Accountability. Communication. Efficient and Effective. Stewards.

### Capital

- *Water Distribution Internal Water Line Replacements* - \$250,000 – This is for water line replacement completed by in-house crews
- *Water Storage Tank Renovations* – \$200,000 – This project is for recoating of water storage tanks, vent replacements, drain line renovations, and other misc. water storage tank renovations
- *Booster Station Renovations* – \$86,000 – Pump, valve, and meter replacements at various City booster stations

# UTILITY ENTERPRISE FUND

## Water Treatment Plant (pgs. 195-199)

Accountability. Communication. Efficient and Effective. Stewards.

### Increases

- Charges for Services – The revenue from this fund equals the expenditures. There is a 6% increase due to increased expenditures for personnel, electricity, and additional maintenance agreements.
- Personnel – slight increase for step increases and progression for gaining certifications
- Contractual – Electricity increased by \$66,000 to bring budget in-line with average annual costs
- Materials and Supplies – slight increase mainly due to the cost of purchasing bulk water from the RW

# UTILITY ENTERPRISE FUND

## Sewer (pgs. 200-205)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- Charges for Services – slight increase based on 5 year average sewer usage costs
- Personnel – slight increase for step increases and progression for gaining certifications
- Contractual Services – slight increase mainly due to RWWS costs
- Materials and Supplies – slight increase mainly due to performing more sewer main point repairs in-house

# UTILITY ENTERPRISE FUND

## Sewer (pgs. 200-205)

Accountability. Communication. Efficient and Effective. Stewards.

### **Capital**

- *Manhole and Main Replacements* – \$600,000 –  
Contracted Sewer Main  
Rehabilitation/Replacement



# UTILITY ENTERPRISE FUND

## Wastewater Treatment Plant (pgs. 206-212)

Accountability. Communication. Efficient and Effective. Stewards.

### Increases

- Charges for Services – slight increase based on RWWS charges
- Personnel – slight increase for step increases and progression for gaining certifications
- Other Contractual Services – increase due to \$90,000 being added for digester #3 cleaning
- Materials and Supplies – Increase due to additional chemical purchase (\$150,000) needed for the new NPSS chemical feed facility

# UTILITY ENTERPRISE FUND

## Wastewater Treatment Plant (pgs. 206-212)

Accountability. Communication. Efficient and Effective. Stewards.

### Capital

- *MCC Replacements* – \$1,000,000 – Many of the motor control centers (MCC) located throughout the plant are 30 plus years old. This project would upgrade MCC's on a priority basis. 1%#15 funds will be used for this project
- *Large Equipment and Projects* – \$400,000 – Plant valves and Piping, unanticipated equipment replacements, Bar Nunn 2 Generator replacement

# UTILITY ENTERPRISE FUND

## Wastewater Treatment Plant (pgs. 206-212)

Accountability. Communication. Efficient and Effective. Stewards.

### Capital

- *Digester Boiler Replacement* – \$300,000 – This project will install a redundant boiler for heating the anaerobic digesters. There is currently one large boiler and a small boiler that is not large enough to heat the contents of both digesters. 1%#15 funds will be used for this project
- *Small Equipment and Vehicles* - \$169,000 – lab equipment, pumps, Roll-off Box, etc
- *Roof Replacements* – \$60,000 – Digester Control Building Roof Replacement

# UTILITY ENTERPRISE FUND

## Refuse Collection

(pgs. 213-219)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- Bulk Fuel

### **Reductions**

- Full-time Municipal Worker II transferred to Balefill and replaced with part-time Municipal Worker I. Savings used to partially offset fuel increase.

# UTILITY ENTERPRISE FUND

## Refuse Collection

(pgs. 213-219)

### Capital

#### Replacement Capital (\$1,112,500)

-Front Load Truck Replacement	\$375,000
-Side Load Truck Replacement	\$280,000
-Roll-off Truck Replacement	\$200,000
-Crane Truck Replacement	\$150,000
-Trash Containers	\$ 80,000
-Preventative Maintenance & Automatic Vehicle Location Software for 20 Trash Trucks	\$ 22,500
-Computer Replacement	\$ 2,500
-Miscellaneous Technology	<u>\$ 2,500</u>

#### New Capital (\$330,000)

-Community Recycling Depots Improvements	\$265,000
-Trash Containers	<u>\$ 65,000</u>

# UTILITY ENTERPRISE FUND

## Balefill

(pgs. 220-226)

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### **Increases**

- Early Retirement Equipment Operator II replaced with a transfer from Refuse Collection.
- Operational Supplies; bags for baling waste.

### **Reductions**

- Engineering Services reductions primarily due to State Landfill Remediation Program
- Telecommunications due to alarm systems and credit card machine changes.

# UTILITY ENTERPRISE FUND

## Balefill

(pgs. 220-226)

## Capital

### Replacement Capital (\$827,000)

-Landfill Compactor Replacement	\$405,000
-Baler Ejection Ram Extensions	\$200,000
-Replace Excavator Tracks	\$ 85,000
-Filtration System for Balers	\$ 70,000
-Utility Truck Replacement	\$ 55,000
-Computer Replacement	\$ 6,000
-Radio Replacement	<u>\$ 6,000</u>

### New Capital (\$2,285,020)

-Unlined Landfill Groundwater Remediation	\$1,010,000*
*100% Reimbursable by the State	
-Tire Shredder	\$ 450,000
-Design for Lined Cell #1 Closure	\$ 85,000
-Landfill Property Boundary Fence (Control Litter, wildlife)	\$ 154,520
-Compost Products Yard Gate & Check-in	\$ 25,000
-Building Improvements	\$ 147,500
-HVAC Heating/Insulation Improvements	\$ 243,000
-Equipment GPS (Improves Operator Efficiencies/Ldf Space)	<u>\$ 170,000</u>



# PUBLIC SERVICES

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# GENERAL FUND

## Engineering (pgs. 150-152)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- No increases in this fund.

### **Reductions**

- A decrease in personnel with the elimination of the City Engineer position.
- Decreases in Materials & Supplies and Capital.

# GENERAL FUND

## Street and Traffic (pgs. 153-155)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- Traffic's Paint and Sign Supply expenses has increased by \$25,000.

### **Reductions**

- Personnel decreased as the Assistant Public Services Director position was eliminated.

# GENERAL FUND

## Cemetery (pgs. 156-157)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- No increases in this fund.

### **Reductions**

- A decrease in personnel, one (1) full time Equipment Operator I.

# GENERAL FUND

## Parks (pgs. 161-163)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- No increases in this fund.

### **Reductions**

- A decrease in personnel, one (1) full time Municipal Worker I.

# GENERAL FUND

## Fort Caspar Museum (pgs. 158-160)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- Materials and Supplies increased by \$5,000. The majority of the increase is related to the wholesale cost of goods sold in the museum.
- There was a slight increase in PT wages to assist with maintaining hours of operation previously covered by the eliminated FT Curator of Education position.

### **Reductions**

- Eliminated one FT position - Curator of Education

# **SPECIAL REVENUE FUND**

## **Weed and Pest Control (pgs. 267-269)**

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- An increase in Materials and Supplies for \$15,000 for chemicals.

### **Reductions**

- No reductions in this fund.

# LEISURE ENTERPRISE FUND

## Casper Recreation Center (pgs. 240-244)

Accountability. Communication. Efficient and Effective. Stewards.

### Increases

- Increases in revenues and expenses of \$13,500 in Other Contractual were added for rental of the Events Center for an event that will be reimbursed in full from the Community Recreation Foundation.
- The budget for PT wages was increased to assist with cleaning the Recreation Center due to the reduction of one FT Custodial Maintenance I.

### Reductions

- Eliminated 2 FT positions – Custodial Maintenance I and Recreation Supervisor for Sports.

# LEISURE ENTERPRISE FUND

## **Aquatics Fund** (pgs. 245-249)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- Revenue related to admissions, pro shop and concessions is up due to the anticipated continuance of popularity of Mike Sedar Pool and the Aquatics Center.

### **Reductions**

- Eliminated 1 FT position – Custodial Maintenance I shared ½ time with the Ice Arena



# LEISURE ENTERPRISE FUND

## Ice Arena Fund (pgs. 250-254)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- The full time return of the Coyotes Jr. Hockey team games will positively affect concession sales.
- The FY17 Custodial Maintenance Worker II retirement-created vacancy was filled.

### **Reductions**

- The ½ FT Custodial Maintenance I shared with Aquatics was eliminated.

# LEISURE ENTERPRISE FUND

## Hogadon (pgs. 255-259)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- A \$64,194 increase due to the utility expenses of the new lodge.

### **Reductions**

- No reductions in this fund

# LEISURE ENTERPRISE FUND

## Municipal Golf Course (pgs. 235-239)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- No increases in this fund. Some line items were combined for easier processing.

### **Reductions**

- No reductions in this fund.

# COMMUNITY DEVELOPMENT

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# GENERAL FUND PLANNING DIVISION (pgs. 138-139)

Accountability. Communication. Efficient and Effective. Stewardship.

## **Increases**

- Personnel expenditures are increasing 5% as a result of planned step increases and associated payroll expenses.

## **Reductions**

- Programs & Projects accounts for a 100% reduction (\$14,870) in the FY18 budget. This line item was used in FY17 for costs related to the Comprehensive Plan Update. The Update will be completed this summer.
- The bottom line for the Division is \$4,158 less than the budgeted amount for FY17. Staff levels have not changed, nor have the services provided.

# GENERAL FUND

## CODE ENFORCEMENT (pgs. 140-141)

Accountability. Communication. Efficient and Effective. Stewardship.

### **Increases**

- Contractual Services is increasing 10% primarily because of the “other contractual” line (+34%), which reflects an increase in credit card processing fees. Those fees are recouped in a service charge (revenue) applied to credit card transactions.

### **Reductions**

- “Personnel” accounts for a 6% reduction (\$56,142) in FY18. The savings are the result of the upcoming retirement of the Code Enforcement Supervisor in July. That position is not proposed to be refilled.

# GENERAL FUND

## CODE ENFORCEMENT (pgs. 140-141)

Accountability. Communication. Efficient and Effective. Stewardship.

### **Increases**

- Materials & Supplies is showing a 27% increase as compared to FY17 estimated expenditures, primarily based on a 30% increase in the “bulk fuel” line item. Code Enforcement is heavily dependent on driving.

### **Reductions**

- The “Capital” line is showing a 71% reduction based on the need to replace a single computer (Technologies Line), as compared with multiple computers and associated programs in FY17.

# GENERAL FUND

## CODE ENFORCEMENT (pgs. 140-141)

Accountability. Communication. Efficient and Effective. Stewardship.

### **Increases**

- .The “Other” category is showing a 56% increase in the “Programs & Projects” line associated with AVL costs that previously were covered by grant funding. AVL is critical for employee safety.

### **Reductions**

- The bottom line for the Division is showing a 4% savings over FY17, equating to \$42,121. Staffing levels have been reduced from 11 to 10; however, the same level of service will be provided.



# OTHER ENTERPRISE FUNDS

## Parking (pgs. 261 - 263)

Accountability. Communication. Efficient and Effective. Stewardship.

### Increases

- Interdepartmental Services fees (Buildings and Structure support from the City) have increased by 51%. The City services and maintains the restrooms at the parking garage, and well as ongoing maintenance at the parking garage. The DDA is contracted, through 2020, to manage the parking lot and garage user contracts.

### Reductions

- Parking lot/garage rent income was reduced due to lower revenue projections this past year.
- Parking permits are seeing lower revenue streams too.

# SPECIAL REVENUE FUNDS

## TRANSIT – CATC (pgs. 270 – 271)

Accountability. Communication. Efficient and Effective. Stewardship.

### **Increases**

- Programs & Projects increased by 9% to account for operating cost increases of the CATC fleet (specifically fuel)

### **Reductions**

- Capital Replacement decreased 100% because 4 buses and 2 CATC buses were purchased in FY17, as per plan. No new fleet purchases are planned for FY18; 2 buses and 2 CATC buses are projected for FY19 – depending on grant funding.

# SPECIAL REVENUE FUNDS

## CDBG (pgs. 272 - 274)

Accountability. Communication. Efficient and Effective. Stewardship.

### **Increases**

- No increases – budget held flat due to federal discussions about the future of HUD funding.

### **Reductions**

- No reductions

# SPECIAL REVENUE FUNDS

Metropolitan Planning Organization - MPO (pgs. 275 - 278)

Accountability. Communication. Efficient and Effective. Stewardship.

## Increases

- Transfers In show a slight increase in comparison to federal grant received. This is the City's offsetting contribution.

## Reductions

- Programs & Projects (Other) – reduced by 33% due to major projects being completed in FY17 – Comprehensive plans, Transit Development plan, and final costs on aerial flight.
- Personnel expenditures reduced slightly (\$5,652) because there is no summer intern planned for FY18.

# **SPECIAL REVENUE FUNDS**

## **REDEVELOPMENT LOAN FUND (pgs. 283 - 284)**

Accountability. Communication. Efficient and Effective. Stewardship.

### **Increases**

- Slight increase in annual loan payment on Firehouse loan through 2024.

### **Reductions**

- No reductions.

# **SPECIAL REVENUE FUND**

## **REVOLVING LAND FUND (pgs. 285 - 286)**

Accountability. Communication. Efficient and Effective. Stewardship.

### **Increases**

- FY18 revenues expected to increase at least \$1.8M with the sale of the former Source Gas site, and former Plains Furniture properties. Other City-owned property sales will be included in this fund's revenue to offset the appraisal and publication costs.

### **Reductions**

- No Capital expenses (land acquisition) are planned.

# TRUST AND AGENCY FUND

## Metro Animal Services (pgs. 324-327)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- Overall increase of \$74,723 from FY17
- Most significant increases:
  - Slight increase for step increases and health insurance costs
  - Physical building enhancements and kennels

### **Reductions**

- No significant reductions in FY18

# CITY COUNCIL/CITY MANAGER/CITY ATTORNEY

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# GENERAL FUND

## City Council (pgs. 122-123)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- No Increase is this fund

### **Reductions**

- Support for REV3 of \$10,000 has been eliminated
- Printing cost have been reduced by \$3,000 to align with recent results

# GENERAL FUND

## City Manager (pgs. 124-125)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- Personnel increase of \$8,000 for step increases

### **Reductions**

- Operating contingency of \$50,000 has been eliminated

# GENERAL FUND

## CITY ATTORNEY (pgs. 126-127)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- “Office supplies” increased by \$1,100 for toner and printing needs.
- “Books, Periodicals, Maps” increased \$1,500 for Westlaw service cost and Municipal Code printing cost increases.

### **Reductions**

- The Office just had an Attorney I resignation which was at Step 5. This will result in a minimum salary reduction of \$11,090 in the salary budget if the position is filled at Step 2.

# COUNCIL GOALS/COMMUNITY DEVELOPMENT

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# GENERAL FUND

## Council Goals (pgs. 123)

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### **Increases**

- None

### **Reductions**

- This fund has been gradually reduced in line with other city wide reductions.
- Last year is was budgeted at \$148,067.
- This year the proposed budget is \$139,067.

# GENERAL FUND

## Community Promotions (pgs. 134)

Accountability. Communication. Efficient and Effective. Stewards.

### **Increases**

- None

### **Reductions**

- This fund has been gradually reduced in line with other city wide reductions.
- Last year is was budgeted at \$103,500 (10% reduction from previous year).
- This year the proposed budget is \$85,000.